

## ***Tentative Agenda for WV On-site***

### **Principal State Laboratory SDWA Certification**

**Date: Tuesday September 18, 2012**

**9:00- 9:15 AM, Opening Meeting** [Region III Assessment Team with Robin Costas, Eric Graybill, George Long and Joe Slayton at the Big Chimney location and Dave Russell at the Charleston Location. Teleconference/meeting between locations and with Wanda Johnson, Region III Drinking Water Program Manager in Philadelphia. Includes introductions, sign-in, purpose, scope and review of logistics & agenda.

**9:15 AM– Noon, Records Review & at the Bench Interviews.**

**Noon- 1PM, Lunch** [Assessment team discussions]

**1- 4:00 PM, Records Review & at the Bench Interviews (Cont.).**

**4- 4:30 PM, End of Day Recap.** [Any necessary schedule adjustments, team sharing & coordination].

**Date: Wednesday September 19, 2012**

**8 AM- 11:00 AM, Records Review & at the Bench Interviews (Cont)**

**11:00 –Noon, Travel** [Region III Big Chimney assessment team travels to Charleston location]}.

**Noon- 1:30 PM, Working Lunch & Closing Meeting** [Teleconference/meeting Region III assessment team, laboratory managers & analyst at Charleston location]

### **Review of the WV SDWA Laboratory Certification Program**

**Date: Wednesday September 19, 2012 (Cont.)**

**2-4:30 PM, Program Records Review** [Joe Slayton and George Long, see attached below of laboratory files needed prior to the on-site and files needed at the Charleston location (microbiology and chemistry as applicable)].

**Date: Thursday September 20, 2012**

**8- Noon, Observation of WV On-site,** [Travel to WVAWC, New River Plant for microbiology assessment with Tom Ong et al, Joe Slayton and George Long].

**Noon- 1 PM, Lunch**

**1- 4:30 PM, Observation of WV On-site (Cont.)** [Includes return travel to Charleston **and program records/Quality System documents as time allows**]

**Date: Friday September 21, 2012**

**9- Noon, Records Review and Certification Officer Interviews** [Region III team at Charleston location with phone interviews of the COs/managers at the Big Chimney location]

**Noon-1:30 PM, Working Lunch & Closing Meeting** [Teleconference/meeting Region III assessment team at Charleston and WV & EPA program managers & Certification Officers at Big Chimney and Philadelphia].